

**Donation Guidelines**  
*City of Eugene Parks and Open Space*

**APPENDIX B**

**BENCH, TREE AND PLANT DONATIONS**

**1. INTRODUCTION**

Benches, trees, and a variety of plant materials represent the most popular types of donations to the Parks and Open Space system. Special guidelines shall apply to these donations to help ensure ongoing, equitable donation opportunities for individuals and organizations and to maximize community benefit. All other Donation Policy guidelines shall apply unless otherwise noted herein.

**2. BENCH DONATIONS**

Special guidelines shall apply to the donation of benches, and recognition of bench donations, as follows:

Bench Catalog

A catalog may be established by the Parks and Open Space Division to provide a broad range of consistent, pre-approved bench donation opportunities throughout the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered but encouraged to utilize approved bench donation opportunities.

Bench Types

All bench designs and specifications shall be subject to Parks and Open Space Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

Bench Locations

Benches shall be installed at each park site in accordance with the park's respective development plan, master plan, or an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks and Open Space Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations.

1. Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
2. Benches shall be placed at intervals appropriate to the intended use and scale of the park, or the specific area within the park. For example, benches placed around a lawn area in a community park might be spaced closer than benches placed along the Ridgeline trail. Generally, benches in a natural setting shall be placed at an interval where only one bench at a time can be seen.

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3. Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.
4. Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc. to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

#### Cost of Bench Donation

The cost of bench donations shall follow the guidelines established in the Donation Policy, or as determined through the bench catalog.

#### Bench Donation Recognition

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]," for a living donor, group, or organization, and, "In Memory of [person's name]," for a memorial donation. Appropriate methods of recognition include:

- ✓ Engraving in the bench material
- ✓ Metal plate permanently attached, either recessed into the bench material or affixed in a manner that provides a maximum 1/16-inch relief from any bench surface
- ✓ Text die-cast in bench components as provided by a bench manufacturer
- ✓ Metal plate, stone tile, or other engraved material inset into the surface material, typically concrete, to which the bench is permanently affixed, in a manner that provides a maximum of ¼-inch relief from any adjacent surface
- ✓ Maximum type size of any recognition shall be 3/8-inch in height
- ✓ Methods of recognition shall be durable and resistant to vandalism

#### Maintenance and Duration of Bench Donations

Benches will be maintained according to the Donation Policy.

### **3. TREE AND PLANT DONATIONS**

Special guidelines shall apply to the donation and recognition of trees, shrubs and other living plant material in Parks and Open Space system, as follows:

#### Special Programs

Special programs may be established by the Parks and Open Space Division to provide a broad range of consistent, pre-approved tree and other plant donation opportunities throughout the park system. Tree locations, species, and/or donor recognition may be established as part of the pre-determined program in accordance with these guidelines. Tree and other plant material donation requests outside special programs may be considered, however utilization of pre-approved donation opportunities, including special programs and new park construction, is strongly preferred.

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#### Species Selection

Offers of donated plants will be declined if the plants are considered invasive according to Parks and Open Space Division staff, or if the plants exhibit characteristics considered incompatible with a public park (e.g. certain plants exhibiting fruit, nuts, thorns, poisonous or allergenic qualities, shallow roots, etc.). In order for a donation to be accepted, trees and other plant species must be determined by the Parks Development Coordinator, in conjunction with Parks and Open Space Division design and maintenance staff, to be compatible with the general or specific conditions of a proposed location, including climate, soil, solar aspect, air quality, drainage, wind, and other factors.

#### Location

Donated trees and other plants shall be installed at each park site in accordance with each park's respective concept design, master plan, or as defined by special donation programs. All locations require the prior approval of the Parks Development Coordinator, in conjunction with Parks and Open Space Division design and maintenance staff, to ensure compatibility with utilities, irrigation, and other technical or functional factors. Modification of locations may be necessary following site investigation. The following general location criteria shall be considered:

1. Trees and other plants shall be located to provide shade, shelter, wind breaks, physical definition of park areas and facilities, and visual interest. Where possible, trees and plants shall serve multiple functions.
2. Trees and other plants must be located where existing, automated irrigation is available. Existing irrigation must be compatibly zoned for the type of tree or plant donation. If irrigation is not available, the donation amount must include the full cost of extending irrigation services to the desired location, or include a written agreement that the donor shall accept responsibility for watering the tree or plant for an appropriate amount of time by whatever means is agreeable to the Division and available to the donor without the assistance of Division staff.
3. Trees and plants shall be located to preserve existing open spaces, unless otherwise specified in an approved concept design or master plan.

#### Recognition for Donations

Donated plant material shall be recognized with off-site forms of recognition only. Special programs, for example the Hays Tree Garden, may allow for exceptions.

#### Tree Donation Maintenance and Duration

Donated trees located in special program sites (e.g. Hays Tree Garden) will be maintained by the Parks and Open Space Division for a maximum period of three (3) years from the date of planting. During that establishment period, trees in special program sites will be replaced if stolen, vandalized, or are found by Parks and Open Space staff to be in a non-reversible decline in health. No agreement will be made by the Division regarding pruning, grafting, or specialized treatment of donated trees. The Division will accept no responsibility for maintenance or replacement of donated trees that are not watered by an automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

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Various species of trees exhibit different growth patterns, including periods of dormancy, and may react negatively to environmental stress factors beyond the control of Parks and Open Space Division staff. If a tree shows potential for a healthy recovery, Division staff may elect not to remove and replace the tree in favor of close monitoring for continued health.

If a donor wishes to pay for replacement of a declining tree after the three-year maintenance period, it may be allowed at full replacement cost according to Donation Policy Section 4c. If the original cost of purchase included a percentage for an organized fundraising campaign or maintenance fund, or for the extension of irrigation, those fees shall be excluded from the cost of the replacement tree.

#### **Plant Donation Maintenance and Duration**

No agreement will be made by the Parks and Open Space Division for the replacement of donated, living plants with the exception of trees. Donated plants other than trees that decline or die at any time after installation may or may not be replaced, as determined by Parks and Open Space Division staff to be in the best interest of the public.

#### **Notice of Change or Removal**

Due to continually changing and evolving landscaping needs in parks, any donation of trees or other plant material shall be made with the understanding that it may become necessary in the future to remove donated items from specific locations. Notification of the donor regarding changes will be made only if a donation is marked by on-site recognition.

#### **Special Circumstances**

Typically, donated trees and other plants that need to be dug and transported will not be accepted. Exceptions may be made in cases where the plant has high historic value and a reasonable chance of surviving transplant shock. Trees and other plants that remain from holiday decorations will not be accepted.

#### **Quality of Materials**

All plant donations that have been approved shall be pre-inspected for quality by Parks and Open Space Division staff prior to delivery if possible, or upon delivery prior to installation. Plant materials that are root-bound, have been held over, are in otherwise poor condition or exhibit poor growth characteristics, or that do not meet City standards, will not be accepted.